

Adopted: September 2001 , Revised: _____**Class Title: Director of Civic Facilities****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages and promotes the City's cultural, sports and entertainment facilities. Coordinates activities with all applicable organizations to obtain required support. Plans and implements City policies and departmental strategies.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages, operates and promotes the City's cultural, sports and entertainment facilities by providing direction and leadership to departmental staff; develops strategies and programs to attract and maintain cultural, sports and entertainment programs.
2	S	Chairs the budget team for the Department of Civic Facilities to develop, implement and monitor all departmental budgets, including revenue, expenses and profits.
3	S	Negotiates contracts between the City and major tenants; communicates with promoters, agents and lessees to secure events and initiate lease agreements; represents the City in discussing major public/private partnerships.
4	S	Monitors event status and approves financial settlements by reviewing status of event promotion, ticket sales, production details, and disbursement of event revenue.
5	S	Implements capital improvement projects by coordinating with other City departments, citizen groups, and public and private agencies; directs and participates in long-range planning and recommends goals for a unified program of economic and community development.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience in managing a multi-facility department.
Certifications and Other Requirements	Valid Driver's license. Certified Facility Executive (CFE) designation preferred.
Reading	Work requires ability to read lease agreements, reports, instructions, contracts, ordinances, memorandums, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division and specialized budgetary calculations.
Writing	Work requires the ability to write contracts, various reports, and correspondence.
Managerial	Managerial responsibilities include developing and implementing work tasks to ensure sound financial and operational management of department, developing strategic plans, allocating resources, and coordinating activities.
Budget Responsibility	Responsible for final approval of budgetary recommendations to the City Manager and monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department and division managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. Occasionally, 50-100 lbs. Frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment, presentations
Sitting	F	Computer, desk work, meetings, driving
Walking	F	To/from other departments or offices, to/from meetings, around building
Lifting	O	Supplies, files, reports
Carrying	O	Supplies, files, reports
Pushing/Pulling	R	Supplies, equipment
Reaching	R	Supplies, files, reports, telephone
Handling	O	Files, reports, papers
Fine Dexterity	F	Computer keyboard, writing, telephone keypad, calculator
Kneeling	R	Retrieving files
Crouching	R	Retrieving files
Crawling	N	
Bending	R	Retrieving files
Twisting	R	Retrieving files
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer monitor, reading, writing, driving, desk work
Hearing	C	Communicating with personnel, general public, lessees, promoters
Talking	C	Communicating with personnel, general public, lessees, promoters
Foot Controls	F	Driving
Other (specify)		

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software, two-way radio

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	M	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	N	Noise and Vibration	M	Shop	--
Fire Hazards	N	Fumes and Odors	N	Vehicle	--
Explosives	N	Wetness/Humidity	S	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	S	Other (see 2 below)	--
Physical Danger or Abuse	S				
Other (see 1 below)					

(1)

(2) Arena, Theater, Opera House, Baseball Stadium, Museum

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

(3)